

EYES ONLY

20 December 1972

MEMORANDUM FOR THE RECORD

On 18 December I spoke with Mr. Colby about a number of points connected with the situation of the Director's departure.

a. I mentioned that I had requested the Director's consideration of a special award ceremony to catch up with those individuals on duty at headquarters in the original 18 September 25-year group. I noted that [REDACTED] said STATINTL that she would speak with the Director and advise.

b. I asked if any particular instructions existed concerning a bulletin to be issued in the Director's name once the White House officially announces his plans. Mr. Colby had no specific guidance and agreed that ultimately this type of wording would have to be couched as the Director himself put the words together. I told him that I had taken a crack at some words which I would provide to him (see attached).

c. I asked Mr. Colby if we should do any preliminary planning for some sort of "do", perhaps a reception similar to that which signalled Colonel White's departure. Mr. Colby felt that the Director would not be willing to go through that sort of reception process. Instead Mr. Colby speculated that we might have an awards ceremony in the auditorium followed by a walk-through by the Director of a crowded front lobby and first floor corridor quadrangle. He also wondered if the ceremony could be piped to the lobby so that additional people could directly hear what was said. Finally Mr. Colby speculated on the possibility of a small dinner involving only the Morning Meeting participants. Obviously none of these suggestions has been discussed with the Director.

21 Dec -
WEC said he
felt no notice
needed in view
of media
coverage +
personal
message not
possible with
Dec away

[REDACTED]
John W. Coffey
Deputy Director
for Support

STATINTL

Att

EYES ONLY

Miriam
Pls hold + pull
back after Mitchell's
returns (shed + Jan)
+ we (hopefully) get
some clue on
timing